

NPIC ROUTING SLIP

Declassified and Approved For Release 2014/01/29 :

CIA-RDP78B05708A000400030003-4

FROM:

A DDI/Management

DATE:

6 Jan.

	TO	INITIALS	DATE	FOR YOUR															
				SIGNATURE	INFORMATION	COMMENTS	CONCURRENCE	APPROVAL	ACTION	SEE REMARKS BELOW	FILE	RETURN	SEE ME						
DIR	5		file																
DEP/DIR																			
EXEC/DIR	1		7 Jan																
ASST FOR OPS	✓		7 Jan																
ASST FOR ADMIN	2		6 Jan																
ASST FOR P&D	2																		
CH/CSD																			
CH/PSD	3																		
CH/PD	4																		
CH/TID																			
CH/PAD																			
SIO/CIA (PID)																			
SIO/ARMY																			
SIO/NAVY																			
SIO/AF																			
LO/DIA																			
LO/NSA																			

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p. 104

REMARKS:

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(OVER)

TRANSMITTAL SLIP		DATE
		3 Jan 64
TO:		
D/NPIC		
ROOM NO.	BUILDING	
6N212	Bldg 213	
REMARKS:		
FROM:		
A/DDI/M		
ROOM NO.	BUILDING	EXTENSION
7E32	Hqs	5338

S-E-C-R-E-T

2 January 1964

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Printing Services

REFERENCES : (a) Report of ad hoc CIA Printing Committee, 19 December 1963, [transmitted under cover of reference (c)].
(b) DD/S Memorandum 63-5449, 20 December 1963
(c) Executive Director-Comptroller Action Memorandum A-342, 20 December 1963

1. We have reviewed the report of the ad hoc CIA Printing Committee and noted the various alternatives outlined in references (b) and (c) for reducing the DD/I burden on the Printing Services Division.

2. Several of the programs referred to have been under study for some time, not strictly from the viewpoint of their impact on reproduction facilities, but, more to the point, as to their responsiveness to Community intelligence needs. This, we feel, is the much preferred approach, as is also suggested in the Executive Director-Comptroller's memorandum itself. Otherwise, the reproduction tail would end up wagging the intelligence production dog. We realize, however, that the present situation in PSD is such as to make a current downward adjustment in workload imperative.

3. In arriving at measures to be taken, we have noted that:

(a) The findings of the ad hoc CIA Printing Committee are understandably based upon past statistics, and a point by point response to their findings would not necessarily give PSD the relief needed.

(b) An across-the-board cut is unlikely to provide the desired relief inasmuch as each of the four plants involved has unique problems which are not uniformly relatable to the individual DD/I programs drawing on PSD for support.

(c) Many steps have already been taken, or are being taken, by DD/I components designed to reduce

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the load on PSD (e.g., the cooperative efforts of FBID and PSD which have resulted in an appreciable rollback of the number of books disseminated and the simplification in dissemination; the revision downward in NIS production, the number of NIS folios to be put through PSD in FY 65 being programmed at 38,000, down 20% from the number published in FY 63, and 15% from that estimated for FY 64).

4. We have issued to DD/I operating components the guidance and direction set forth in Tab A. The injunction to office heads to effectively keep printing and graphics below present levels, coupled with the devotion of increased and continuing attention to this problem should, we believe, give PSD the relief sought (which, to be consistent with the ad hoc committee's findings, would amount to an estimated 8% reduction).

5. Should it not prove to be necessary to take some of the steps indicated, we would, of course, expect to be informed--particularly as this might apply to the production of NIS General Surveys (which must be expedited) and to FBID White Books (an important program from a public relations viewpoint).

6. On the other hand, if steps taken do not provide PSD with the required relief, we shall either indicate further cuts or transfer to DD/S the positions and monies necessary to meet the needs.

7. With your permission, I would plan to work directly with Chief, PSD to monitor the results of the current exercise and to resolve problems arising from disagreements between PSD and DD/I operating components.

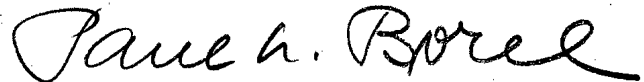
8. By copy of this memorandum I am informing the Executive Director-Comptroller that we consider these undertakings as adequate responses to both reference (b) and

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reference (c) and that, therefore, no further action is required at this time, either on your part or ours.



PAUL A. BOREL
Assistant Deputy Director
(Intelligence) for Management

cc: Executive Director-Comptroller

Attachments

- Tab A - Proposed DD/I Interim Action in Relief of PSD
- Tab B - Concept for Assigning Reproduction Priorities

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TAB A

PROPOSED DDI INTERIM ACTION
IN RELIEF OF PSD

I. General

- (a) DDI operating components are to be more diligent in contacting PSD as early as possible in the production planning stage in order to match customer desires with PSD capabilities (both as to techniques used and as to availability of plant capacity).
- (b) We shall seek to establish a practical means of assigning reproduction priorities designed to assist PSD in its scheduling problem.
- (c) ADDI/M will serve as a point in the O/DDI to be contacted to resolve any difficulties between DDI offices and PSD arising from conflicting priorities or other matters (such as use of overtime).

II. NIS

- (a) Stretch out production where necessary but continue giving relative priority to the General Survey.
- (b) Review Chapter 2 costs to ascertain means of reducing them.
- ✓ (c) Reduce still further the use of multi-color^D where not mandatory for analyst-to-reader communication.
- (d) Stretch out production of Gazetteer.
- (e) Review FY 65 schedule of General Survey to relate with Cartographic Division's capability.

III. OCI

- (a) Use more stringent controls regarding the inclusion of graphics so as to hold within a level 5% less than present level.
- (b) Review publications primarily designed for analyst-to-analyst communication to reduce in number and to shift method of providing copy from mats to typing.

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IV. FBID

- (a) Expedite attempts at increasing amount of text per page (e.g. use of 14 pitch typewriters in lieu of 12).
- (b) Cut size of Area books from 270,000 pages daily to 250,000.
- (c) Seek further means of cutting production of copies of the White Book, and of reducing its size as well.
- (d) Issue Broadcasting Stations of the World every 2 years instead of every 18 months.
- (e) Seek further cuts in the production of number of copies of Area books (keeping reserve stocks to minimal levels).

V. ORR

- (a) Reduce (by perhaps 50%) the use of overtime in Cartographic Division (which in turn will reduce number of graphics accepted and hence scheduled for publication).
- (b) Reduce to minimum cartographic proofs furnished to customers, and reduce use of color to minimum level commensurate with efficiency and cartographic effectiveness.
- (c) Reduce supplemental printing of reports on an average of 50%.
- (d) Explore means of reducing production of Travel Folder City Maps.

VI. OCR

- (a) Review handling of Hong Kong Reports and seek further reduction in dependence of FDD on PSD.
- (b) Go operational with DARE in BR as soon as possible (thereby reducing microfilm BR load on Plant 1 by about 50% - from 612,000 to 310,000).
- (c) Hold line on copies of BR publications disseminated to the recently reduced level and review possibility of reducing supplemental printing for stock.
- (d) Purchase automatic photo equipment for GR and absorb load commensurate with capacity of this equipment and recent single addition of a lab man in GR.

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- (e) Seek reduction of Xerox load in Plant 4 by having customer offices file NSA teletype copy.

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CONCEPT FOR ASSIGNING
REPRODUCTION PRIORITIES

A workable system for assigning reproduction priorities to intelligence products has two aspects: (1) ability to distinguish between production efforts on the basis of urgency of need (because of the level at which the request was levied, the timeliness of the information being reported, or its perishability); and (2) ability to justify a given level of graphics (to improve the communication of substantive information from analyst to reader or to increase the product's eye-appeal).

We shall establish five categories (I, II, III, IV, V) to govern relative urgency of reproduction, and five (A, B, C, D, E) indicating authority to resort to a given level of use of graphics. These two indicators, each with its own message, will be used in concert (I-B, III-C).

To the extent possible, production series (e.g. NIEs) will be assigned to categories in advance. This in an effort to minimize the need to deal with products on an individual basis, though we will always have unanticipated situations or some which will rate treatment as exceptions.

Rough definitions of these categories might be something along the following lines:

<u>Category</u>	<u>Assigned Degree of Urgency</u>
I	Crash
II	Urgent
III	Routine (programmed)
IV	Routine (ad hoc)
V	As can
<u>Category</u>	<u>Authorized Level of Graphics</u>
A	Anything goes
B	Extensive graphics, including some eye-appeal
C	Moderate, multi-color, substantive only
D	Single color, substantive only
E	No graphics

C-O-N-F-I-D-E-N-T-I-A-L

C-O-N-F-I-D-E-N-T-I-A-L

Thus a special report for the President might carry a I-A priority, indicating that it is to receive top handling in getting it through PSD, as well as the propriety of inclusion therein of any graphics thought to be desirable. On the other hand, a given reports series might be rated III-E, indicating that it should receive routine treatment, but that no resources were to be expended upon graphics.

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